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21 December 1951

MINUTES OF 12th CAREER SERVICE COMMITTEE MEETING

17 December 1951 - 4:00 P.M.

Present: F. Trubee Davison - AD/Personnel
Matthew Baird - Director of Training

[redacted] D/ONE

[redacted] AD/OSO

[redacted] Executive Secretary

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1. The minutes of the 11th Meeting were approved as distributed.

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2. [redacted] were asked to collaborate on a new draft of the Statement on Personnel Policy.

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3. [redacted] Memorandum, dated 10 December 1951, regarding the establishment of a Career Corps was discussed. It was decided to refer this to the Working Group on Career Benefits with the suggestion that that Group ask [redacted] to discuss with it his views. [Note: The Working Group has been advised that [redacted] is planning to develop his ideas contained in this Memorandum in more detail. When this has been done, the Group will invite him to attend one of its meetings.]

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4. The Memorandum for the Assistant Director of Training (Covert) "Rotation of TRC Personnel" dated 5 December 1951, as well as the referral of the Memorandum to the Working Group on Rotation, was noted.

5. The Executive Secretary reported that he had attended a staff meeting of the Technical Services Staff at the request of [redacted] for the purpose of explaining to his staff the organization of the Career Service Committee and its Working Groups and particularly to assure the staff of TSS that their special requirements were being considered. As a result of this meeting, [redacted] requested that TSS be permitted to nominate a representative to one of the Working Groups. The Committee approved the request. [Note: TSS sent a representative to the Working Group on Extension Training on 20 December 1951. The permanent representative of TSS will probably be [redacted] has also designated certain persons to act as advisors on Career Service problems to [redacted] and himself.]

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6. The question of enlarging the representation of the Working Group on Career Benefits to include a member from the Overt Offices was discussed, and the Executive Secretary was directed to see if this could be arranged.

7. General Davison's Memorandum to the other members of the Committee, dated 14 December 1951, concerning the fundamentals of a "Career Service Program" was discussed. It was agreed that the principles contained in this Memorandum should be incorporated in the "Summary of Proceedings of Working Groups" which would be released on the following day. A rough draft of this statement was adopted, subject to further editorial revision which the Executive Secretary was directed to clear with each member of the Committee on an individual basis.

8. There was discussion of the "Summary of Proceedings of Working Groups", particularly Attachment 1 of the Selection Criteria Working Group with respect to the two-year criterion. It was pointed out that in some cases, two years might be an inadequate period of service for a particular assignment, whereas in other cases, no purpose would be served by insisting on such a long period of prior service. It was agreed that a degree of flexibility would have to be maintained and that the Working Group on Selection Criteria would be asked to modify its proposal accordingly.

9. There was discussion of the progress being made by the several Working Groups and the schedules that they might be expected to meet. The Executive Secretary expressed his opinion that the

- a. Working Group on Employee Rating should be able to make a final report in January.
- b. Working Group on Selection Criteria should be able to make a final report in January.
- c. Working Group on Career Benefits has a gigantic task and it was not possible to estimate a completion date. The Committee decided to ask this Working Group to report in the following terms:
 - (1) What Career Benefits does CIA want?
 - (a) Which of these are immediately possible through the issuance of administrative regulations?
 - (b) Which of these can be approved by the DCI, to augment those in (a) above, through the exercise of the peculiar powers already granted to the DCI by legislation?
 - (c) Which of these can only be effected by additional legislation?

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- d. Working Group on Extension Training should be able to make a preliminary report in January.
 - e. Working Group on Rotation should be able to make a preliminary report in January.
 - f. Working Group on Trainees was holding a reorganization meeting on 18 December 1951 and should be expected to make a preliminary report by the first of February.
10. The next Meeting will be held on Monday, 7 January 1952, at 4:00 P.M. in Room 115, North Building.
11. The Meeting adjourned at 5:20 P.M.

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Executive Secretary

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